



The Mission of the Port Huron Museum is:
The Port Huron Museum preserves and illuminates the stories of Michigan and the Great Lakes, through the lives and experiences of local people.

OPEN STAFF POSITION

Deadline for Resumes: *Open until filled*

- TITLE:** **Education & Programs Coordinator**
- HOURS PER WEEK:** **Full Time Seasonal:** 24 – 40 hours per week, year-round (Flexibility required; includes some holidays, weekends, and possibly evenings.) About 1,600 hours per year.
- PRIMARY PURPOSE:** Responsible for creating, planning, facilitating, and evaluating educational programs for adults, families, scout troops, and school audiences at all four museum sites, or in-school programming.
- SALARY:** \$12.00 - \$14.00/hour
- SUPERVISOR:** Executive Director; Works closely with Curator and Staff Coordinator

RESPONSIBILITIES:

Schools

- Create and facilitate school field trips and in-school programming.
- Sets and tracks annual goals and strategies for school programs by working with supervisor
- Work with Educator Advisory Board Committee to develop a survey to determine the way educators prefer to receive marketing materials, as well as the optimal delivery times to reach them when they are making decisions about field trips
- Work with EAB Committee to write, update, and execute onsite and offsite educational programs for school audiences that adhere to the current Michigan state standards.

Programing

- Execute or oversee the execution of programming for adults, families, scouts schools, and public audiences at all museum sites; including set up and timely cleanup of all areas used.
- Prepares supplies for all educational programs
- Create and evaluate new and existing programs
- Works closely with Site Managers/Community Engagement Manager to develop a strategy and timeline for providing all details in advance for marketing of programs at all sites
- Sends information about programs and events to the Community Engagement Manager for publication on PHM website and social media platforms
- Serve as primary staff liaison for Educator Advisory Board Committee including working with supervisor to write the agenda, and distributing minutes
- Work with EAB Committee to develop and distribute evaluation materials for all current and new educational programs.
- Work closely with supervisor to develop annual Educational Programs budget, work with supervisor to track budgeted vs. actuals
- Fundraising and Grant Writing is encouraged to help support program ideas



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Education/and or Experience:

- BA preferred with focus on elementary education
- Experience educating and supervising large groups of children.
- Experience in customer service

Language Skills:

- Ability to read and interpret documents such as safety rules and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak confidently in front of diverse groups of people

Mathematical Skills:

- Ability to calculate figures and amounts, ability to compute percentages
- Ability to create and track budgets
- Ability to create and maintain methodical records
- Reasoning ability to solve practical problems

Other Requirements:

- Maintain the highest degree of ethics and professional standards in all aspects of Museum operations.
- All Museum employees are expected to help maintain a friendly spirit of cooperation with fellow staff, volunteers and visitors.
- Computer skills including email and Google calendar (required)
- Experience working with Google suite, Microsoft Suite and Publisher (preferred)
- May involve climbing stairs numerous times per day
- May involve standing up to 8 hours
- Lifting up to 40 lbs.
- Able to tolerate working outdoors and indoors in non-air-conditioned spaces
- Some sites are not ADA compliant due to historical designation
- Must be available to work weekends and possibly evenings

Please submit your Cover Letter and Resume via email to employment@phmuseum.org

NO PHONE CALLS PLEASE.